

**Purchase Request #Purchase Request #8
Regular Board Meeting April 26, 2016
Consideration of Approval of Travel Management Services**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the purchase of a travel management services program from Concur Technologies, Inc. for the District.

BACKGROUND

The District initially acquired the Concur Travel Expense Management Program through an RFP process in 2013. Reference (REF) Number 3968, was issued to track the volume of spend for travel and expense management services software. The software will allow faculty and staff the ability to attend professional development events without using personal funds to pay for airfare, hotel and registration expenses. This software is an electronic means to monitor travel requests, approvals, expenses, and receipts, and provide improved internal controls.

Concur has a contract through the Educational & Institutional (E&I) Cooperative contract program to provide travel management software, Contract Number CNR01355, and is in compliance with the competitive procurement methods set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

Approving this contract will allow the District to electronically track and review District travel expenses and approvals. Concur Technologies, Inc. has provided satisfactory service to the District in the past.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$75,595.32. This expenditure is funded by the District's Administrative Services 2015-2016 operating budget and subsequent year's budget, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years beginning May 1, 2016 through April 30, 2019.

RESOURCE PERSONNEL

Ken Lynn	Acting VP of Administrative Services/CFO	972-758-3831
Barbara Jindra	Associate VP of Financial Services	972-758-3732
Cindy L. White, CPPO, CPPB	Director of Purchasing	972-758-3871